



International  
Council on Archives

**SPA - Section of Professional Associations**

## **NEWSLETTER**

### **December 2010**

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Welcome to the December 2010 issue of the SPA Newsletter. The aim of the Newsletter is to keep SPA members up-to-date with news on Section activities and projects and to strengthen international cooperation and collaboration between professional records management and archival associations.

### **SPA meetings at CITRA – September, Oslo**

At CITRA in Oslo the SPA Steering Committee met on 13 September and the Annual General Meeting of Category B delegates was held on 14 September.

At the Delegates meeting the SPA President, Henri Zuber, spoke of the achievements of the Section over the last twelve months outlined in the SPA Annual Report that had been sent to members prior to the meeting (the SPA 2009/10 Annual Report is also available on the ICA website in English, French and Spanish at - <http://new.ica.org/746/professional-resources/spa-resources.html>). Fred van Kan reported on the SPA survey undertaken in 2009/10 and the Archives without Borders Conference held in The Hague in August, which was supported by the Section. Cristina Bianchi summarised Didier Grange's paper on the background to the history of SPA, which is now available in English, French and Spanish at - <http://new.ica.org/5128/resources/history-of-spa.html>



#### **SPA Steering Committee, Oslo September 2010.**

Seated left to right – Kazuko Sasaki, Henri Zuber (President), Fred van Kan (Vice President), Jackie Bettington.

Standing left to right – Michal Henkin, Cristina Bianchi, Bernard Post, Trudy Peterson, Isabella Orefice.

### **Adoption of the Universal Declaration on Archives**

The Universal Declaration was adopted in principle (English version) at the Annual General Meeting held in Malta in 2009 and was unanimously approved by ICA delegates at the Annual General Meeting in Oslo on 17 September 2010. The Declaration was

modelled on the Quebec Declaration of the Association des archivists du Quebec and developed by SPA and an international Working Group.

The Universal Declaration on Archives aims to secure global acceptance of the purpose, value and scope of archives and of the role archives play in securing human rights, in establishing collective memory and in underpinning accountable and transparent administrative actions. It outlines the unique characteristics and requirements of archives and actions needed to ensure appropriate management and access. In setting out their purpose, values, characteristics and management requirements, the Declaration endorses the work carried out by archivists in caring for archives and making them assessable. In undertaking these tasks, archivists are fulfilling their professional duty for all people around the world.

Negotiations are currently being undertaken to have the Declaration adopted by UNESCO.

A copy of the declaration can be found at -

<http://new.ica.org/1055/news-events/the-universal-declaration-on-archives-adopted-by-the-annual-general-meeting-in-oslo.html>

It is currently available in Arabic, Catalan, Chinese, Croatian, English, French, Maltese, Romanian, Spanish and German, Hebrew and Polish translations are being finalised. If you wish to translate the Declaration into a language not already done please contact the ICA Secretariat first - ([secretariat@ica.org](mailto:secretariat@ica.org)).

### **Ideas for promoting the Universal Declaration on Archives**

Promotion of the UDA at an international level will be organised by the ICA. SPA will help associations promote the UDA in their local areas by suggesting ideas; SPA will hold a workshop at the 2<sup>nd</sup> SPA Conference in Edinburgh next year to discuss promotion strategies.

The following are some ideas for associations wanting to locally promote the UDA –

#### ***UDA Register***

- Set up a UDA Register where archival institutions, associations and individuals can sign to indicate support. The register could be in both paper and electronic formats allowing endorsement to be done online or through signing a more formal paper register. Significant signings could be promoted on the association website and local listserv and in the local media.

#### ***UDA web presence***

- Set up a web page on the association's website on the UDA. This could have links to the ICA UDA page and provide information about local promotions.

### ***Templates for brochures, posters and banners***

- Develop brochures, posters and banners promoting the UDA.

### ***Promotion events***

- Include sessions at the association's annual conference, publish the papers or make a podcast available on the association's website.
- Have a promotion booth or stall at association events (e.g. seminars, workshops, training sessions and conferences).
- Arrange a grand promotion tour throughout the country with public signings of the Register by prominent identities.
- Use the association's Archives Days/Weeks/Months celebrations to promote the UDA.

Take photographs of any event held or attended to promote the UDA and place on the association's website.

### ***e-postcards***

- Develop e-postcards that could be sent to parliamentarians, media and friends promoting the UDA and/or to advise that the register has been signed.

### ***Web 2.0 technologies***

- Use web 2.0 technologies such as Facebook and twitter to promote the UDA.

### ***Media exposure***

- Publicize the UDA in broadcast and print media. Any local radio interviews could be podcast and linked to the association's website.

### ***Seek support for UDA from other information and cultural organizations***

- Contact other information and cultural organisations advising them about the UDA and offering to talk at conferences/ seminar etc.
- Set up trade stands at conferences of other information and cultural organizations.

### ***Educational activities***

- Arrange visit to schools, universities and colleges to talk about the UDA.
- Encourage educators to incorporate the UDA into study programs.
- Run a competition for students asking them to complete a research project examining key themes about archives presented in the UDA, e.g. how archives can enrich our knowledge of human society, promote democracy, protect citizens' rights and enhance life.

- Develop a ‘children’s’ version of the UDA, e.g. comic book version, to suit their level of understanding.

The SPA Steering Committee would appreciate a report on any UDA promotion activities undertaken by Section members.

## **2<sup>nd</sup> SPA Conference, Edinburgh, 2011**

The second SPA Conference will be held in Edinburgh between 30 August and 2 September 2011. The conference will be hosted by the Archives and Records Association (UK and Ireland) and will be a separate stream at their annual conference. The aim of the conference is to provide a forum for professional archival and records management associations to meet and discuss issues of common concern and share experiences. The event will commence on the evening of 30 August with a 35<sup>th</sup> Anniversary Party to celebrate the establishment of the Section in 1976. The program includes –

- a workshop on the Universal Declaration and Archives Day promotions;
- the SPA/EUBICA competency model project;
- a workshop on the Code of Ethics;
- a roundtable on managing association budgets in financially hard times and strategies for communicating within associations;
- a roundtable on governments and archives politics;
- a case study on merging records and archives associations, and
- a session on current SPA projects, including a demonstration of the Archival Solidarity database, information about using the SPA manual and a discussion on attracting members to an association and to SPA.

There will also be an Association Fair where members will be able to display and promote publications and other products they have developed.

## **SPA-EURBICA Competency Project**

The joint SPA-EUBICA Competency Working Group held a workshop in Helsinki between 15 and 17 October. The Group was formed to develop a handbook setting out a methodology for developing a European competency model which can be used by professional associations and archival institutions to develop their own competency set.

The workshop was attended by a broad group of participants from the Finnish archival community including representatives from the National Archives, municipalities, the private sector and universities. The Working Group presented the work done to date in identifying professional profiles and sought feedback from participants on the handbook. The discussion was very fruitful, contributing valuable feedback and resulting in the

Working Group deciding to seek approval for an extension of the project for a further year.

It is expected that the session at the Edinburgh Conference presented by the Working Group will mark the end of the project.

Contributed by Berndt Fredriksson  
SPA Representative on the Competency Project

### **Archival Solidarity Project**

Archival Solidarity is an ICA project that aims to co-ordinate efforts in the international archives community to carry out archival assistance projects. SPA serves as the ICA liaison and Nancy Marrelli at Concordia University in Canada directs the project.

Early in 2010 the ICA Programme Commission (PCOM) provided funding to update and add new entries to the Archival Solidarity Funding Database, thus creating a much needed, rich and comprehensive resource of sources of funding for archives-related foreign assistance projects. When the project was completed in July 2010 the database included 666 fully searchable up-to-date entries about grant programs available for archival outreach and development projects available from and going to 124 countries in Africa, Asia and the Middle East, and some parts of Europe.

The ICA Programme Commission was approached for a second allocation of funds to further populate the database with grant program information for archival outreach projects from Europe, Latin America and the Caribbean, North America and Oceania. We are delighted to report that the application was successful and work will begin again shortly to add further entries to the database.

The database has been created mainly in English but it is available in English and French, facilitated by a link to Google Translate. Some entries include links to web sites in other languages. To ensure consistency and facilitate searches, standard conventions for the database are the use of ISO (International Organization for Standardization) country names and currency codes, and Oxford English Dictionary (OED) standard spelling.

The Archival Solidarity web site is available in English, French and Spanish at:  
<http://archives3.concordia.ca/solidarity/default.html>

The Archival Solidarity Funding Database is available at:  
<http://archives3.concordia.ca/solidarity/funding.html>

We invite you to take a look, and we welcome your comments and feedback.

Contributed by Nancy Marrelli  
Project Coordinator

## **News from member associations**

*Archivists Association of Catalonia* – Activities planned for 2011 by the Archivists Association of Catalonia (AAC) include:

- The 13th Congress of Catalan Archivists will be held over three days in Lloret de Mar in Costa Brava Girona from 5 to 7 May.
- The translation into English and Spanish of the *Archival Science and Records Management Manual*, published last year by the AAC. This publication aims to standardise work practices by bringing together in one publication information about the principles and methods of archival science followed in Catalonia.
- The translation into Catalan of the three modules of the ICA Principles and Functional Requirements for Records in Electronic Office Environments.
- Hosting an international meeting of the InterPARES Project. Date to be announced.

For further information contact the Archivists Association of Catalonia, C/ Rocafort, 242 bis, 1r 08029 – Barcelona, Tel./Fax: 93.419.89.55. [associacio@arxivers.com](mailto:associacio@arxivers.com)  
[www.arxivers.com](http://www.arxivers.com)

*Associazione Nazionale Archivistica Italiana* – Working with the Direzione Generale per gli Archivi and other bodies the Associazione Nazionale Archivistica Italiana (ANAI) plans to undertake a three year project titled *Twentieth-Century Fashion Archives. The Italian Heritage: Fruitful Cooperation Between Culture, Art, Craftsmanship, Territory and Memory*. The focus of the project will be on the importance of safeguarding and preserving records of the fashion industry and the association hopes to coordinate their work with associations in other countries important in international fashion such as France, Japan, the United States and the United Kingdom. The project will be carried out in three phases. In Phase 1 a survey will be undertaken to gather information about the records, museum pieces and other material held by fashion houses, studios and agencies, newspapers, private individuals and ancillary firms supporting the industry. In Phase 2 regional seminars will be held to highlight the activities and results of the survey undertaken in Phase 1. In Phase 3 an International Conference will be held to promote the results of the project and a website created linking institutions concerned with preserving the recorded history of the fashion industry. For further information about the project contact the ANAI Secretariat at [segreteria@anai.org](mailto:segreteria@anai.org)

*Australian Society of Archivists* – *The Arrangement and Description of Archives Amid Administrative and Technological Change: Essays and Reflections by and about Peter J Scott*, has been recently published by the Australian Society of Archivists. In the 1950s and 60s, the system of archival description known as the ‘series system’ was developed in

the Commonwealth Archives Office (now the National Archives of Australia). The approach separates documentation about the record from documentation about its context enabling the capture of multiple linkages between the two, providing an effective way to view provenance changes over time. It is considered that the approach provides a far more accurate representation of provenance than trying to determine a stable fonds or record group where stability is not present. Peter Scott was one of the critical conceptual thinkers of the approach. For further information see <http://www.archivists.org.au/onlinestore/publications-hardcopy/peterscott>

***Federation of Romanian Archivists*** – A Conference on *E-records and Public Administration* was held in Bucharest on October 14<sup>th</sup>. It was organised by the Management Authority for the Development of Administrative Capacity of the Romanian Ministry of Administration and the Interior and the Federation of Romanian Archivists. The introduction of automated systems within the Romanian administration has been fast and their development chaotic. The Conference was supported by both organisations as the Federation is concerned with the way electronic records are managed and with their long term preservation and the Management Authority is concerned that electronic records are properly cared for to support democratisation, transparency and accountability processes required to receive EU Community funds. The lectures and PowerPoint presentations can be found at - <http://arhivisti.wordpress.com/2010/10/06/lucrari-conferinta-far/>

***Professional Records and Information Services Management International*** – Three conferences focusing on commercial information management (physical record storage, data protection services, imaging conversion services and secure destruction services) will be organised by Professional Records and Information Services Management International (PRISM) in 2011. The 2011 Asia Pacific Region Conference will be held February 21-23 in Ho Chi Minh City, Vietnam; the 2011 Annual Conference will be held May 10-12 at the Doral Country Club in Miami, Florida, and the Joint European Region Conference will be held November 7-9 at the Hilton London Metropole, London, UK. In addition two workshops will be offered, dates to be announced. As a professional courtesy, PRISM International is pleased to offer members of the ICA the PRISM International member discount rate to attend any of these conferences or workshops. For more information about PRISM International conferences see the PRISM website at [www.prismintl.org](http://www.prismintl.org), e-mail [staff@prismintl.org](mailto:staff@prismintl.org), or phone +1-919-771-0657.

***Society of American Archivists*** – The Society of American Archivists (SAA) will celebrate its 75<sup>th</sup> anniversary at its annual meeting in Chicago in August 2011. For further information, see the SAA website.



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